
Child Name _____

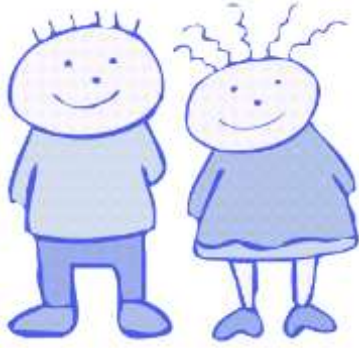
Parent(s) Name(s) _____

Please initial each of the six statements below indicating that each item has been completed or agreed to.

- _____ 1. I/We have **received** a physical copy of the Parent Handbook for Messiah Lutheran Preschool 2021-22.
- _____ 2. I/We have **read** the Parent Handbook for Messiah Lutheran Preschool 2021-22.
- _____ 3. I/We have had the opportunity to **ask** questions about the Parent Handbook for Messiah Lutheran Preschool 2021-22.
- _____ 4. I/We **understand** the information and policies in the Parent Handbook for Messiah Lutheran Preschool 2021-22.
- _____ 5. I/We agree to **abide** by the information and policies in the Parent Handbook for Messiah Lutheran Preschool 2021-22.
- _____ 6. I/We have read, signed and understand the Messiah Lutheran Preschool Family Acknowledgment and Disclosure for COVID-19.

Please return this form to the Messiah Lutheran Preschool office by the end of your child's first week of classes. Thank you.





Parent Handbook

Messiah Lutheran Preschool

2021 - 2022



"The Fruit of The Spirit"

Messiah Lutheran Preschool
13901 Clopper Road
Germantown, MD 20874
301 972-5428

mlpsoffice@gmail.com

www.messiahlutherangermantown.org/preschool

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Mission and Ministry

Messiah Lutheran Preschool was founded on the love of God in Jesus Christ and seeks to demonstrate that redeeming love through the instruction of and the care for its students. To that end, Messiah Lutheran Preschool will love unconditionally, serve and care for each child enrolled in Messiah Lutheran Preschool.

Philosophy

Messiah Lutheran Preschool teaches God's Word reflecting a Lutheran understanding of God's Law and Gospel as written in the Scriptures. Messiah Lutheran Preschool is committed to providing a caring, nurturing, and loving environment addressing the spiritual, intellectual, social, physical, and emotional development of each child in the program. Students attend weekly chapel with the Pastor and appropriate Bible stories and activities are part of each day's program. All academic lessons reflect the love of God that Jesus is God's Son, each child's Savior and Friend. God's forgiveness for each child's sin is basic in their relationship with God, one another, their teachers, parents and siblings.

Scripture instructs us to LOVE ONE ANOTHER (John 15: 17). Messiah Lutheran Preschool's discipline and guidance policies are managed on an individual basis with the student, teacher, and/or director and the family. Love, forgiveness, and personal responsibility are at the core of all situations when discipline is necessary.

All lessons reflect the love of God in Jesus Christ. Students and teachers strive for excellence using effective learning with teaching materials and methods and using developmentally appropriate practices for learning. Curriculum, scope and sequence have been set by the director to prepare each child for kindergarten and beyond. Messiah Lutheran Preschool emphasizes the importance of play with children. Play is the work of children. For school success, children need to develop physically, mentally, emotionally, socially and creatively. Play is an important part of this development of the whole child.

Messiah Lutheran Preschool families and staff are to work together to strengthen the Christian home life. Families are encouraged to take their child to Sunday school and worship each Sunday at Messiah Lutheran Church, or a Christian church of their choice. Families are encouraged to be involved in Messiah Lutheran Preschool activities, Vacation Bible School, and Messiah Lutheran Church's programs.

Since Jesus commissioned His followers to TEACH WHATEVER I HAVE COMMANDED YOU (Matthew 28:20), it is Messiah Lutheran Preschool's conviction to carry out this ministry and that it will please God as it helps children to GROW IN WISDOM AND STATURE, AND IN FAVOR WITH GOD AND MAN (Luke 2: 52).

Curriculum & Program Plan

Curriculum

Messiah Lutheran Preschool uses a Christian curriculum focusing on spiritual and emotional development. Messiah Lutheran Preschool includes Christian education as an integral part of each day. Monthly concepts are introduced according to seasonal, Biblical, and traditional themes and activities. Themes are extended through developmentally appropriate learning centers and activities throughout the year. Messiah Lutheran Preschool uses the *Healthy Beginnings* and Maryland State Department of Education (MSDE) *Supporting Every Young Learner* for age-appropriate learning skills and practices. Messiah Lutheran Preschool focuses on all of the domains of learning. The domains include Personal and Social Development, the Arts, Social Studies, Language and Literacy, Mathematical Thinking, Scientific Thinking and Physical Development and Health. These domains of learning are integrated daily through play, teacher-directed activities and child-initiated activities. Biblical themes are an essential part of each day and are reinforced through daily prayers, songs and activities.

The Messiah Lutheran Preschool curriculum supports the Messiah Lutheran Preschool philosophy by creating a safe, loving, stimulating and Christian environment for children and families. The theme-based curriculum is aligned with the MSDE guidelines, follows the *Healthy Beginnings* and *Supporting Every Young Learner* frameworks and includes a Christian component which is the foundation for Messiah Lutheran Preschool. Messiah Lutheran Preschool also supplements the curriculum with *The Creative Curriculum for Preschool*, a MSDE-approved curriculum. The curricula support learning through play and include learning opportunities in all seven domains of learning. Social and Emotional development is essential to learning and is emphasized throughout the program.

Program Plan

Children will have opportunities for individual, small and large group activities. Large motor activities will be part of each day. Weather permitting, these large motor activities occur outdoors, but can occur indoors during inclement weather.

Play is an important part of the development of the whole child and, thus, is an integral part of Messiah Lutheran Preschool's program. Children are provided with many opportunities to learn and play in all areas of learning. For school success, children need to develop spiritually, physically, mentally, emotionally, socially and creatively.

Planning Process

Teachers meet monthly for collaborative planning time. Teachers use the Curriculum Overviews for specific themes and monthly objectives and to determine what activities, materials and skills are selected. Teachers use the *Healthy Beginnings* developmental checklists and the Montgomery County Public Schools kindergarten readiness checklists to create individualized goals that are developmentally appropriate. The teachers create daily lesson plans which are differentiated according the children's needs. Individual Education Plans and Individual Family Service Plans are consulted when

available. Anecdotal notes are maintained for assessment purposes and teachers adjust objectives according to individual needs and abilities.

Material and resources are rotated weekly and sometimes daily to support the themes and extended activities. Books in the libraries and centers provide a wide variety of reading resources for different interests and also support the seasonal and weekly themes. Items and resources in the Science, Math and Writing Centers are changed weekly. Prop boxes, puzzles, toys and other materials are introduced from the Resource Room to keep children stimulated during center time and free play time.

Licensing

Messiah Lutheran Preschool is licensed under the Maryland Department of Education, Office of Child Care, as well as the Montgomery County Health and Human Services Licensure and Regulatory Services. Messiah Lutheran Preschool is fully accredited by the National Lutheran School Accreditation (2019).

Registration

Registration

Registration for the 2021-2022 school year begins in February. Please check the Messiah Lutheran Preschool website for registration updates. Priority registration for enrollment will begin Tuesday, February 22, 2021, for the following families:

- Currently enrolled students and their siblings
- Members of Messiah Lutheran Church
- Formerly enrolled students and their siblings

Registration for all others begins Tuesday, March 1st, 2021.

The registration fee for new students is \$100 and the registration fee for returning students is \$75. The registration fee is non-refundable.

All forms for registration and enrollment (except for those requiring a doctor's signature) are due at the time of registration. All remaining forms must be received at Messiah Lutheran Preschool **NO LATER THAN AUGUST 1st**. A child may not attend school if the required forms and immunization records are not completed and returned to Messiah Lutheran Preschool.

Children must be potty-trained before starting school. Messiah Lutheran Preschool is NOT licensed for diapering or assisting in the toileting of children. This means that the staff is **NOT** licensed to assist with wiping or cleaning of children's bottoms after toileting. Children should be able to independently use the restroom.

Children may have special needs or educational plans such as:

- Food allergies
- Asthma
- Medical
- Speech
- Social
- Sensory
- Individual Education Plan (IEP)/Individual Family Service Plan (IFSP)

Parents of children with special needs must discuss the child's needs with the Director before enrolling in the program. Messiah Lutheran Preschool attempts to include children with special needs and/or other medical conditions and will support the child with reasonable accommodations. Messiah Lutheran Preschool will work to meet the goals and accommodations of the provisions of an IEP/IFSP. Children who require medication at school are required to have additional forms completed (see Medication Administration Policy).

Immunization Policy

We are no longer accepting students with Medical Contraindications and Religious Exemptions who are not fully immunized at the start of the school year. All children must comply with current Health Department Immunization Schedules before they can attend school.

All children who are enrolled in Messiah Lutheran Preschool are required to provide proof of immunizations prior to the beginning of the school year. ***No child will be allowed to attend Messiah Lutheran Preschool without proof of immunizations.*** Current Maryland State Immunization Requirements are found in Appendix A.

Class Placement

Classes are filled on a first-come, first-served basis. Fees, tuition rates, class size and schedules are subject to change.

Students entering Messiah Lutheran Preschool are placed in classes according to age. Children progress individually and differently through the various developmentally appropriate practices and stages of learning.

Exceptions to this policy can be made when a teacher and/or parent feels that the age-appropriate class is not suitable for the child. In these situations, the Director, Teacher and parent will meet to discuss and work out a viable solution. If an agreement cannot be reached, the Director will be responsible for the final decision.

In rare cases, parents of a child who is having challenges may be asked to cover additional expense of a Teacher Assistant to aid the child's adjustment to the program. The Director of Messiah Lutheran Preschool reserves the right to decide if a child is ready to enter a program or if a child should continue at Messiah Lutheran Preschool.

Class Size

The below policy applies when COVID related restrictions are not in place. Messiah Lutheran Preschool will follow the MSDE and Centers for Disease Control and Prevention (CDC) guidelines for limiting class size at this time.

Maximum class size for three-year-old classes is twelve students. Maximum class size for four-year-old classes is fifteen students. All classes have two adults working with the children, one Teacher and one Teacher Assistant or Co-Teacher.

Family and Student Policies

Communication Policy

Communication between home and school is critical for the health and well-being of the children. Preschool is a child's first school experience and good relationships among parents, teachers and children can make it a positive experience for learning and growth.

Newsletters will be sent electronically each month. A calendar of classroom themes and activities will be included. Emails, letters and notes will be sent to communicate information as needed. *Please check email accounts frequently for updates and other important information.* Please read and respond to important information. Please also check Messiah Lutheran Preschool's website for announcements and updates at www.messiahlutherangermantown.org/preschool. Your awareness and your involvement help your child to be prepared for the school day.

Lending libraries are available to families. Books for parents and children may be loaned as needed or desired.

A written Child Evaluation will be given to parents three times a year (fall, winter and spring).

Parent – Teacher Conferences will be scheduled for all students in January. Additional conferences will be scheduled as necessary or if requested by a parent or teacher.

Problems and concerns will be addressed with the parent at the time of occurrence. Please address your questions and concerns to your child's teacher or the Director.

Parent Handbook Policy

Messiah Lutheran Preschool updates the Parent Handbook annually. Because of the importance of this document in communicating the policies and practices at Messiah Lutheran Preschool, each family will receive a physical copy of this document. It will also be available online at the Messiah Lutheran Preschool Parent Page.

Families are responsible for reading, asking about, understanding and abiding by the policies in the Parent Handbook. A signed receipt acknowledging the receipt of, reading, asking about, understanding and abiding by the Parent Handbook is required by the end of your child's first week of class.

Visitation and Volunteers Policy

The below policy applies when COVID related restrictions are not in place. Messiah Lutheran Preschool will take extra precautions for the safety of all and follow the CDC guidelines for limiting visitors and volunteers at this time.

Messiah Lutheran Preschool has an open-door policy. Parents are welcome to observe the class and staff at any time but should coordinate visits with the Teacher or Director. Parents must arrange for offsite childcare for non-enrolled siblings.

Volunteers are welcome. There is both take-home and in-class work for those who are interested. There is a Parent and Family Volunteer Sign-up Book at the attendance sign-in table. **A Volunteer Release Form (OCC 1272) must be completed and notarized each year in order to volunteer at school or in the classroom.** This form is available from the Messiah Lutheran Preschool office and website. All parents who volunteer in the classroom must also attend a brief Volunteer Orientation with the Director.

Arrival / Pick Up Policy

When pandemic restrictions are in place:

- *Parents will drop off and pick up children at the assigned door for arrival.*
- *Sign-in, temperature checks and health screenings will be conducted at the arrival location.*
- *Staff will greet each family, follow CDC/MSDE guidelines outlined in Appendix D and escort children to their classroom.*

To encourage smooth transitioning from home to school and to minimize disruption of class and staff activities, Messiah Lutheran Preschool asks for your punctuality.

- For morning classes, children need to arrive at 9:00 AM and be picked up promptly at 12 noon.
- For afternoon classes, children need to arrive at 12:30 PM and be picked up promptly at 3:30 PM.

A parent or designated caregiver must sign his/her child in each class day; children may NOT sign themselves in or out. This is a regulation mandated by the state.

If a parent is late in picking up his/her child, one warning will be given and then a late fee of \$3.00 per minute will be charged for every minute past 10 minutes late.

Please let Messiah Lutheran Preschool know if someone new will be picking up your child. Your child will not be released without proper authorization.

Field Trip Policy

The below policy applies when COVID related restrictions are not in place. Messiah Lutheran Preschool will not be going on field trips until conditions are safer and regulations permit activities outside of school

At least two field trips are planned for the children during the school year. Field trips are typically planned in the fall and in the spring. **Each child needs to be accompanied by an adult.** A signed permission slip is required for each child for each field trip.

Messiah Lutheran Preschool does not provide transportation to the field trips. Each child must be transported in an approved child safety seat. All child safety criteria must be met.

There may be an additional cost for the field trips.

Birthday Policy

Birthdays are a special day for children. Children may bring a special book and photograph to share with the class. **Messiah Lutheran Preschool will provide popsicles for a special birthday treat at snack time.** Please do not send cupcakes, cake or other sweet treats as we cannot serve these.

Children are not allowed to distribute home party invitations at Messiah Lutheran Preschool unless they have an invitation for all class members.

Special Events Policy

For safety reasons, MLPS will not host special events with families but will reinstate these events once conditions are safer.

Throughout the school year Messiah Lutheran Preschool has several special Holiday events. Families may sign up to provide help for these special days. Some of these special days are for the children only and others are for families and children.

The October Harvest Treat Day is a celebration of autumn bounty and is for preschool children only. Please, no costumes.

The November Thanksgiving Celebration is a celebration of Thanksgiving for preschool children only.

The December Christmas Program is for preschool children and families. The children will present a short Christmas program and a time for refreshments and fellowship for all will follow.

The February Valentine Treat Day celebrates the love of friends and is for preschool children only. Children will be asked to bring in a Valentine card for each classmate. Please, no sweets, candy or toys.

The March Multicultural Night is a very big event for preschool children and friends and families. This is an opportunity to experience the many cultures of our families by sharing song, food, dress and other cultural items.

The May Mothers' Day Tea is a special celebration for the Four-Year-Old and PreK Classes and their mothers only.

The End-of-Year Celebrations are for preschool children and their families. The children will present a short program and a time for refreshments and fellowship for all will follow.

Tuition Policies

Registration obligates you to payment of tuition for the entire school year. Messiah Lutheran Preschool's budget is planned around children's attendance for the full nine months of the school year.

Monthly Tuition Payments

Tuition may be paid monthly. Monthly tuition payments are due on the 1st of the previous month. For example, September's tuition payment is due on 8/1 and October's tuition payment is due on 9/1. There is a **late fee of \$25.00** if tuition is paid after the 5th of the month.

Payments are accepted via the online portal on the Messiah Lutheran Preschool website.

Tuition Refunds

There will be no refunds for a child's illness, family vacation, overseas trips, or other school absences.

Tuition Discounts

When two siblings are attending in the same school year, a sibling discount of 10% is given to the lesser amount of tuition.

When three siblings are attending in the same school year, a third sibling discount of 50% is given when the two older siblings pay full tuition.

A 10% discount is given to children of Messiah Lutheran Preschool staff.

Tuition Assistance may be available on a limited basis.

General Policies

Attendance

When pandemic restrictions are in place:

- ***Parents will drop off and pick up children at the assigned door for arrival.***
- ***Sign-in, temperature checks and health screenings will be conducted at the arrival location.***
- ***Staff will greet each family, follow CDC/MSDE guidelines outlined in Appendix D and escort children to their classroom.***

Children must be signed in by an adult in the attendance folder located in the entrance area. Children must be signed out by a parent or an adult that has permission to pick up the child. Messiah Lutheran Preschool asks that a family phones or emails if a child will be absent or if a parent will be late in picking up a child.

Calendar

Messiah Lutheran Preschool sets its own calendar (see Appendix B). Effort is made to coordinate with the Montgomery County Public School calendar but it is **NOT** identical. This calendar is posted at the Messiah Lutheran Preschool website and in the entrance area of the preschool. Paper copies are available in the entrance area of the preschool and are provided to each family prior to the start of school.

Child Abuse Policy

Messiah Lutheran Preschool follows the Montgomery County and the Maryland state policy. Any staff member must report suspected child abuse or neglect of children to Child Protective Services at 240 - 777 – 4417.

Discipline Policy

Messiah Lutheran Preschool's discipline and guidance policies are managed on an individual basis with the student, Teacher, and/or Director and the family. Love, forgiveness, and personal responsibility are at the core of all situations when discipline is necessary.

Messiah Lutheran Preschool's goal is for each child to learn self-control and conflict resolution. Appropriate behavior is modeled and clear expectations and boundaries are set. Positive interaction is reinforced along with logical and natural consequences. Children will be allowed to express feelings and to reflect on conflict situations with the help of an adult.

Inclusion/ Expulsion Policy

Messiah Lutheran Preschool is proud of our history of working with the individual needs of our children and will work with the families of children who may need additional support. When applicable, Messiah Lutheran Preschool will make referrals to outside support services including, but not limited to, early intervention services (such as Child Find and ChildLink) as well as pediatricians for developmental concerns. Messiah Lutheran Preschool will participate in IEP meetings as appropriate to best meet the needs of individual children.

Messiah Lutheran Preschool will make reasonable accommodations to its policies, practices and procedures as appropriate and in accordance with applicable federal and state laws. Messiah Lutheran Preschool is not required by law to fundamentally alter or change the services provided for a child displaying dangerous/inappropriate behavior, developmental delays and/or disabilities as defined by the Americans with Disabilities Act.

Messiah Lutheran Preschool will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearance to be in the building, the behavioral/therapeutic plan is shared with the Director, and the resource/therapist works cooperatively with Messiah Lutheran staff to meet the needs of the child.

Presence of the resource/therapist must mitigate any and all safety risks the child presents to him/herself and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have the authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

No behavior that compromises the safety of other children or prohibits the learning of other children will be allowed. Parents will be notified if the behavior is consistently observed and they will be asked to work with the staff in taking action appropriate for resolving the problem. Any child who is a safety threat to him/herself or to others will be removed from the group or will be provided options for another activity, then guided to the desired activity. Temporary suspension from Messiah Lutheran Preschool may be necessary for the safety of the child or others while any necessary evaluations are completed and/or while securing the appropriate support services. If the dangerous behavior cannot be eliminated through reasonable accommodations provided for under applicable federal and state laws and regulations, the child will be subject to suspension, exclusion and/or disenrollment.

Messiah Lutheran Preschool will provide written documentation to the parents of a child who is referred for outside support services for any behavior, developmental delay or disability. Through formal and informal conferences with the Teachers and Director and written incident reports, Messiah Lutheran Preschool will communicate with parents of children exhibiting behaviors that are dangerous to themselves or others or that are detrimental to the learning of other children, the steps taken to accommodate the child and notification that the child will not be able to return to the program until support services are in place.

Language Policy

Messiah Lutheran Preschool serves a very diverse community which includes several different languages, customs and traditions. The children are exposed to many types of media, toys, books and songs in different languages which help to teach and promote learning about different communities that Messiah Lutheran Preschool serves. While English is the primary language used at Messiah Lutheran Preschool, the children will also be exposed to other languages.

Media Policy

Children enrolled at Messiah Lutheran Preschool are limited to media time of no more than thirty minutes a week and for the purpose of educational or physical activities only. Media times should correlate with the current month's curriculum themes, or relate to a physical activity (for example, yoga, dance and movement). All media must be reviewed, evaluated and approved by the Director.

No media shall be allowed during snack time at Messiah Lutheran Preschool.

Computer use should be limited to no more than fifteen-minute increments. Screen media used shall be free of advertising and brand placement.

Parking Lot Policy

The parking lot at Messiah Lutheran Preschool is painted with directional arrows to aid the flow of traffic. Cars should travel right upon entering the parking lot (lower lot). Parking is available in all three lots (lower, middle and upper). Please see Appendix C for a map of the traffic flow in the parking lot.

Families should park and walk in children using the sidewalks and/or the marked crosswalk. Please phone the preschool office if assistance is needed in the parking lot.

There is NO stopping, standing or parking at the curb.

Please follow **ALL** directional arrows painted on the parking lot.

All national, state and local motor vehicle laws should be obeyed, including, but not limited to: safety belts, child safety seats, cell phone prohibitions and unattended children. Please drive slowly in the parking lot and make an extra effort to be aware of pedestrians and other traffic.

DO NOT leave children in a car unattended, please call the Messiah Lutheran Preschool office for assistance.

Staff

Messiah Lutheran Preschool's staff is a very dedicated group of Christian professionals. All teachers meet or exceed the Maryland State Department of Education Office of Child Care requirements. All employees have completed a state and federal criminal background check, and are First Aid and CPR certified. All staff members also complete pertinent continuing education classes annually.

Health, Safety and Emergency Policies**Illness Policy**

The following policies are the general MLPS Illness policies and are applicable to non-pandemic related illnesses. For policies and practices specific to COVID-19, please see Appendix D.

All contagious diseases must be reported to the school. If your child exhibits any of the following symptoms of illness, he/she must be kept home:

- fever *
- persistent cough / breathing problems
- yellowish skin or eyes / pink eye
- sore throat or trouble swallowing
- unusual spots or rashes
- infected sores
- diarrhea
- gray or white stool
- unusually dark, tea-colored urine
- vomiting

* Fever is indicated by a temperature of 100 °F or higher axillary (under the arm) or 101 °F or higher orally (by mouth) before fever-reducing medication is given.

If a child develops any of the listed symptoms while at school, parents will be called to pick up their child. Sick children will be separated from the classroom group.

A child should be free of a fever for a minimum of 24 hours *without medication* before being able to return to school.

Following an illness of three or more days, a written statement from the parent or health care provider must be given to the school. The statement must indicate that the child is able to return to a regular schedule.

Medication Administration Policy

Messiah Lutheran Preschool is required to have a Medication Administration Policy. Children who are required to have medication administered at school or who have a medical condition including allergies or asthma or any other medical conditions, are required to have a Medication Administration Plan (form OCC 1216). If a child has asthma and/or allergies, an Asthma Action Plan and/or a Food Allergy Action Plan must be completed by parents and signed by authorized medical personnel. Please see the Director to obtain required forms.

Nutrition and Snack Policy

This snack policy encourages the building of a connection between home and school. Snack time should be considered more than a time to feed the children; it is an opportunity for them to experience flavors, colors and textures and also to learn something about good nutrition to promote healthy living.

Messiah Lutheran Preschool offers a healthy and nutritional snack each day. In order to accommodate children with food allergies, **Messiah Lutheran Preschool does not serve snacks that contain peanuts or tree nuts as listed ingredients. All snacks on the Messiah Lutheran Preschool Snack List are products that state that they come from a factory that does not process peanuts or tree nuts.** Messiah Lutheran Preschool takes preventive measures to be an Allergy Smart School.

If a child has diagnosed food allergies, a Food Allergy Action Plan (Office of Child Care form) needs to be completed and requires a doctor's signature. The child's parents need to provide appropriate snacks each class day for the child OR written permission may be given for the child with food allergies to eat the snack items on the Messiah Lutheran Preschool Snack List. This applies to all children with diagnosed food allergies.

Messiah Lutheran Preschool asks that each family provide two snack items a few times during the year. Information regarding snacks will be given in the monthly newsletter and a snack menu is posted monthly. **Please, provide snack items from this approved Snack List only.** The Snack List is available at the Messiah Lutheran Preschool website on the Parent Page and is posted in the entrance area to the preschool.

Snacks should be nutritious and healthy. Juices should be 100% from juice. Messiah Lutheran Preschool will regularly provide 1% milk and water is available to children at all times. Fresh fruits and vegetables will be served at least two times per week and special treat days will include nutritional food choices.

Messiah Lutheran Preschool will provide popsicles for birthday snacks. Please refer to the Birthday Policy on page 9.

Asthma Policy

Messiah Lutheran Preschool is committed to providing a safe and healthy environment for all children enrolled in the preschool. It will also provide an environment in which all children with asthma can participate to their full potential. Messiah Lutheran Preschool will provide a clear set of guidelines and procedures to be followed with regard to the management of asthma for each affected child.

For those children who have been diagnosed with asthma, the Messiah Lutheran Preschool will provide the following forms to ensure the safety and well-being for each child at the time of enrollment:

- Asthma Action Plan (Office of Child Care Form) – This form is signed by a medical practitioner and a parent.
- Medication Administration Authorization Form (Office of Child Care form) – This form is signed by a medical practitioner and a parent and by staff upon receipt of medicine.

All medications shall be in the original unopened package, include a pharmacy prescription and label, not be expired and be updated annually.

The Messiah Lutheran Preschool Staff is required to be certified in CPR and First Aid training which includes Emergency Asthma Management training. Staff will be informed of the children with asthma and be familiar with the Asthma Action plans and procedures for Asthma First Aid, for both children with a diagnosis of asthma and those with no known diagnosis of asthma (first attack).

Messiah Lutheran Preschool Staff will follow the written Asthma Action Plan and will require that each child has an inhaler, a spacer device and concise written instructions on individualized Asthma Action Plans. The Asthma Action Plans and medications will accompany the child to all activities including the playground, other locations in the building and on field trips.

Families will promptly communicate to the Messiah Lutheran Preschool Staff all relevant information and concerns as the need arises including the most recent administration of medication and if asthma symptoms were present during the night. Teachers will also communicate to families any concerns that may occur that may limit a child's ability to participate fully in activities. Communication between home and school is critical for the health and well-being of the child.

Head Lice

If head lice are detected on a child at home, it should be reported to Messiah Lutheran Preschool as soon as possible. If head lice are detected on a child at school, the child will be separated from the class in order to prevent spreading lice to other students and a parent will be notified for the child to be picked up to receive a treatment with a pediculicide. No home remedies are accepted as an approved treatment.

A student is considered to have infestation with head lice if live lice and/or viable nits (those that are closer than ½ inch from the scalp) are observed. Every effort will be made to minimize time away from school and to expedite treatment for students who are excluded due to head lice infestation.

When a case of head lice has been reported to Messiah Lutheran Preschool, it will work with the health department and health consultant to determine a plan for prevention of infestation. Messiah Lutheran Preschool will launder all clothing items in classroom, bag stuffed animals for 48 hours and clean and shampoo the rugs.

Exclusion or readmission will be determined by Messiah Lutheran preschool administration on a case-by-case basis.

Appropriate Dress Policy

Children should wear "play" clothes. They will be using paints, chalk, glitter, water, glue, and a variety of other potentially messy materials and will be climbing, jumping and playing outside. Appropriate play clothes are comfortable and allow for a range of motion. They are free of strings or loops that might get caught on playground equipment.

Please consider the safety of your child's shoes. Good walking shoes appropriate for preschool play are strongly encouraged for footwear. Sandals, Crocs and flip-flop shoes should be avoided as they are a safety hazard.

If possible, please avoid suspenders, buckles, belts, one-piece outfits and tights.

Messiah Lutheran Preschool encourages the children to be self-sufficient in using the bathroom independently and these items of clothing make it more challenging for them.

Please provide a complete change of clothing for your child in a sealed plastic bag in case a change is needed during the school day. Since your child is growing and the seasons change, please check these extra clothes regularly for fit and suitability for the weather.

Children should come to school properly dressed for the weather. Unless it is extremely cold, windy, raining, or snowing, Messiah Lutheran Preschool will plan to go outdoors. Please label your child's clothing (hat, jacket, sweater, mittens, etc.).

Snow / Inclement Weather Policy

Messiah Lutheran Preschool follows Montgomery County Public Schools (MCPS) decisions for closings, delayed openings and early dismissal due to inclement weather.

- If MCPS is closed due to inclement weather, Messiah Lutheran Preschool will be closed.
- If MCPS delays opening two hours due to inclement weather, morning classes at Messiah Lutheran Preschool will start one hour late and afternoon classes will meet at the regular time.

Local radio and television stations provide school closing and delay information. Families and staff can also sign up to receive the MCPS alert system notifications directly.

Make up days will be considered if more than one week of classes is cancelled due to weather. Messiah Lutheran Preschool will make up no more than five days and has the discretion to waive days according to MCPS policies.

Emergency Evacuation Plan and Drills

Messiah Lutheran Preschool has an approved emergency evacuation plan which will be shared with families in the Welcome-to-School packet.

In the event of an emergency that requires the evacuation of the students and staff of Messiah Lutheran Preschool to an alternate location, we will walk across the Messiah Lutheran Church property to the Church of Jesus Christ of Latter-Day Saints property or cross Kingsview Road at the Bronco Street crosswalk to Kingsview Middle School or Germantown Recreational Center.

Emergency Evacuation Drills will be held twice a year. These drills involve walking to an approved offsite location with the Emergency Ready-to-Go Kits as required by the State of Maryland.

Additional indoor drills are practiced. These are “shelter-in-place” drills for hazardous weather or other threatening situations.

Fire Drills

All classes will practice monthly fire drills beginning in September and ending in May. Everyone in the classroom must move to the nearest exit and then wait in the designated waiting area until the all-clear signal is given.

Appendix A Maryland State Immunization Requirements



Age Appropriate Vaccination Requirements For Children Enrolled In Child Care Programs Valid 9/01/20 - 8/31/21

Per **COMAR 13A.15.03.02 and 13A.16.03.04 G & H**
Vaccination requirements are met only by complying with the vaccine chart below.



Instructions: Find the age of the child in the column labeled "Child's Current Age". Read across the row for each required vaccine. The number in the box is the number of doses required for that vaccine based on the CURRENT age or grade level of the child. The age range in the column does not mean that the child has until the highest age in that range to meet compliance. Any child whose age falls within that range must have received the required number of doses based on his/her CURRENT age in order to be in compliance with COMAR.

Vaccine types and dosage numbers required for children enrolled in child care programs							
Vaccine Child's Current Age	DTaP/DTP/ DT/Td ^{1,4}	Polio ²	Hib ³	Measles, Mumps and Rubella ^{5A}	Varicella ^{2A,7} (Chickenpox)	Hepatitis B ¹	Pneumococcal Conjugate ⁶ (PCV)
Less than 2 months	0	0	0	0	0	1	0
2 - 3 months	1	1	1	0	0	1	1
4 - 5 months	2	2	2	0	0	2	2
6 - 11 months	3	3	2	0	0	3	2
12 - 14 months	3	3	At least one dose given after 12 months of age	1	1	3	2
15 - 23 months	4	3	At least one dose given after 12 months of age	1	1	3	2
24 - 59 months	4	3	At least one dose given after 12 months of age	1	1	3	1
60 - 71 Months	4	3	0	2	1	3	0
Grade Level	DTaP/DTP/ DT/Td ^{1,4}	Polio ¹	Tdap ⁴	Measles, Mumps and Rubella ^{5A}	Varicella ^{2A,7} (Chickenpox)	Hepatitis B ¹	Meningococcal (MCV4)
Kindergarten, Grades 1, 2, 3, 4, 5 & 6	4 or 3	3	0	2	2	3	0
Grades 7, 8, 9, 10, 11 & 12	3	3	1	2	1 or 2	3	1

* See footnotes on back

CHART IS FOR USE BY CHILD CARE FACILITY OPERATORS ONLY TO ASSESS AGE APPROPRIATE IMMUNIZATION STATUS

Maryland Department of Health

Center for Immunization

mdh.fzinfo@maryland.gov

Vaccine Requirements For Children Enrolled in Childcare Programs (Valid 9/1/20 - 8/31/21) FOOTNOTES

Requirements for the 2020-21 school year are:

- 2 doses of Varicella vaccine for entry into Kindergarten, 1st, 2nd, 3rd, 4th, 5th AND 6th grades
- 1 dose of Tdap vaccine for entry into 7th, 8th, 9th, 10th, 11th AND 12th grades
- 1 dose of Meningococcal (MCV4) vaccine for entry into 7th, 8th, 9th, 10th, 11th AND 12th grades

1. If DT vaccine is given in place of DTP or DTaP, a physician documented medical contraindication is required.
2. Proof of immunity by positive blood test is acceptable in lieu of vaccine history for hepatitis B, polio and measles, mumps, rubella and varicella, but revaccination may be more expedient.
3. Hib and PCV(Prevnar™) are not required for children older than 59 months (5 years) of age.
4. All doses of measles, mumps, rubella and varicella vaccines should be given on or after the first birthday. However, upon record review for students in preschool through 12th grade, a preschool or school may count as valid vaccine doses administered less than or equal to four (4) days before first birthday.
5. One dose of varicella (chickenpox) is required for a student younger than 13 years old. Two doses of varicella vaccine are required for students entering Kindergarten, 1st, 2nd, 3rd, 4th, 5th or 6th grade and for previously unvaccinated students 13 years of age or older. Medical diagnosis of varicella disease is acceptable in lieu of vaccination. Medical diagnosis is documented history of disease provided by a health care provider. Documentation must include month and year.
6. Four (4) doses of DTP/DTaP are required for children less than 7 years old. Three (3) doses of tetanus and diphtheria containing vaccine (any combination of the following — DTP, DTaP, Tdap, DT or Td) are required for children 7 years of age and older. One dose of Tdap vaccine received prior to entering 7th grade is acceptable and should be counted as a dose that fulfills the Tdap requirement.
7. Polio vaccine is not required for persons 18 years of age and older.

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Appendix B
Messiah Lutheran Preschool 2021-22 Calendar



Messiah Lutheran Preschool 2021 – 2022 Calendar

***ALL special events including Family Fellowship, field trips, Christmas programs, Multicultural Night and End of the Year celebrations may be cancelled or rescheduled due to the pandemic situation.**

Parent Orientation Meeting – TBD

Due to the current pandemic, meetings will be held virtually or recorded.

(All parents are required to listen/attend a Parent Orientation Meeting)

Tu August 31 **NO SCHOOL FOR STUDENTS** Staff Meeting and Work Day
W September 1 **NO SCHOOL FOR STUDENTS** Staff Work Day

***Due to the current pandemic, the Back to School Open Houses for Enrolled Preschool Families are scheduled but are subject to change**

Th	September 2	schedule below
	1:00 PM – 2:00 PM	MWF classes
	2:00 PM – 3:00 PM	TT3 classes
	3:00 PM – 4:00 PM	afternoon classes



Tu September 7 1st Day of class for TT3 -- teacher schedules time
1st Day of class for T-F4 and PreK

***Family Fellowship**

Opportunity to meet fellow parents and enjoy light refreshments after dropping off your child

Tu September 7 9 – 11 AM and 12:30 – 1:30 PM

W September 8 1st Day of class for MWF3 -- teacher schedules time
1st Day of class for MWF4

***Family Fellowship**

Opportunity to meet fellow parents and enjoy light refreshments after dropping off your child

W September 8 9 – 11 AM

October **Autumn Field Trips – *TBD.**

October Vision & Hearing Screening (optional) – *TBD



F October 22 **NO SCHOOL FOR STUDENTS** - Professional Day for Staff

W-F November 24-26 **SCHOOL CLOSED** Thanksgiving Holiday



Revised 01/16/21

revised 01/2021

M	December 13	No Afternoon Classes – Morning Classes meet as scheduled
	M	December 20 *Christmas Program MWF classes children arrive at 9 AM and families arrive later
	Tu	December 21 *Christmas Program TT3 classes children arrive at 9 AM and families arrive later
	Tu	December 21 *Christmas Program afternoon classes children arrive at 12:30 PM and families arrive later
W	December 22 through 	SCHOOL CLOSED Christmas / New Year Holiday
F	December 31	SCHOOL CLOSED Christmas / New Year Holiday
M	January 3	Classes resume for MWF classes and PreK class
Tu	January 4	Classes resume for TT3 classes and T-F4 class
M	January 17	SCHOOL CLOSED Martin Luther King Holiday
Tu	January 18	NO SCHOOL FOR STUDENTS Professional Day for Staff
Th	January 27	*NO SCHOOL FOR STUDENTS Parent-Teacher Conferences
F	January 28	*NO SCHOOL FOR STUDENTS Parent-Teacher Conferences
Sa	January 29	Open House for Prospective Families – *TBD
Tu	February 1	2022–2023 REGISTRATION - CURRENTLY ENROLLED STUDENTS
Tu	February 8	2022 – 2023 REGISTRATION – PUBLIC
M	February 21	SCHOOL CLOSED Presidents' Day Holiday
F	March 18	NO SCHOOL FOR STUDENTS – Professional Day for Staff
F	March 18	*Multicultural Night
	M April 11 through 	SCHOOL CLOSED Easter / Spring Break
	M April 18	SCHOOL CLOSED Easter / Spring Break
Tu	April 19	Classes resume for TT3, T-F4 and PreK classes
W	April 20	Classes Resume for MWF3 and MWF4 classes
		Spring Field Trips – *TBD
W	May 25	*End of Year Celebration and Last day for MWF3 and MWF4 classes Children arrive at 9 AM and families arrive later
Th	May 26	*End of Year Celebration and Last Day for TT3 classes Children arrive at 9 AM and families arrive later
Th	May 26	*End of Year Celebration and Last Day for afternoon classes Children arrive at 12:30 PM and families arrive later
F	May 27	NO SCHOOL FOR STUDENTS Teacher Work Day



Appendix C
Parking Lot Traffic Flow



Please travel **ONLY** in the directions of the arrows.
Please use the **crosswalk** to get from the lower parking lot to the preschool.
Please use the **sidewalk** to get from the upper parking lots to the preschool.

Appendix D

Pandemic Addendum

This Pandemic Addendum follows all of the Maryland State Department of Education (MSDE) and Office of Child Care (OCC) guidelines for operating an accredited and licensed Child Care Center. Additional regulations and guidelines are from local, state and national governing authorities and the Center for Disease Control and Prevention (CDC).

Messiah Lutheran Preschool will be making reasonable efforts to ensure the safety of our staff, children and families through the introduction and enforcement of these new policies. Messiah Lutheran Preschool will continue to monitor the pandemic and may add to or modify any of these policies as is necessary and appropriate.

As a condition of a child's enrollment at Messiah Lutheran Preschool, parents or guardians will be required to sign the *Messiah Lutheran Preschool Family Acknowledgement and Disclosure for COVID-19*.

Public Health Emergency Closures

While we certainly hope that it will not be the case, there may be future instances when it will be necessary for the school to close as the result of a public health emergency, such as the COVID-19 outbreak. This may include, but will not necessary be limited to, instances when school is required to close in compliance with a federal, state or local government order or when the school is required or advised to close to address a confirmed or suspected outbreak among staff or children.

Please be advised that, in the event that the school must close for any period of time due to a public health emergency, no refunds will be issued for those periods when the preschool is closed.

Child or Family Member Exposure

Families must promptly notify the school in the event that any member of a child's household(s)

- has tested positive for COVID-19, or
- is exhibiting symptoms of COVID-19, or
- is known to have been exposed to someone with COVID-19.
-

In such event, under no circumstances should the child or any other member of the household enter the school until the recommended period of self-isolation has been completed or it has been otherwise confirmed that no members of the household are infected with COVID-19. Messiah Lutheran Preschool administration will work directly with any affected or potentially affected families to provide direction and guidance as

when the child may return to the school. Such requirements may change based on the most recent guidance from the CDC and other authorities.

In addition, children may not come to school if they or any member of the household are experiencing fever or symptoms of any contagious illness. Children may return when they (or the member of their household) are fever- and symptom-free for 72 hours. In certain cases, a child may be able to return sooner than 72 hours if they can provide satisfactory medical evidence that they have no risk of being contagious.

Child or Family Member Travel

Until further notice, families must promptly notify the school in the event that a child or any member of the child's household(s) will be traveling out of the United States or to any location with a large number of cases such as an area that is on a "lockdown" or a "stay-at-home order." Depending on the means and destination of travel, Messiah Lutheran Preschool may require that the child be kept home for a reasonable period of time after the child or a member of the household has returned from travel. As this is a rapidly evolving situation, we encourage families to discuss contemplated travel and any stay-at-home period that may be required thereafter, with Messiah Lutheran Preschool prior to finalizing their travel plans.

Practices at Messiah Lutheran Preschool

Parents or guardians will not be permitted to enter the facility beyond the designated drop-off and pick-up area.

Families will practice physical- distancing at all times and remain six feet from all others except for their own families.

Parents will take the temperature of their child upon arrival at the preschool with a temporal thermometer (must be below 100.4). This must be done in the presence of a Messiah Lutheran Preschool staff member.

Parents will answer a health screening questionnaire each time their child attends school.

Adults and children over two-years-old will wear a mask at all times while in the facility and on facility premises.

While present in the facility each day, children will be in contact with children, families and staff members who are also at risk of community exposure. **No list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection.** Everyone plays a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined in this addendum.